

# [V8] FAQ: How to start a retention policy job to clear out of retention data?

**Article ID:** 8045

**Reviewed:** 2019-04-14

**Product Version:**

AhsayACB / AhsayOBM: 8.1 to 8.x

OS: All platforms

## Description

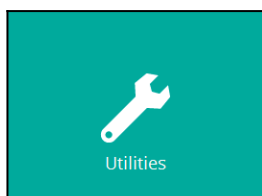
This article outlines the steps to start a retention policy job to clear out of retention data.

## Steps

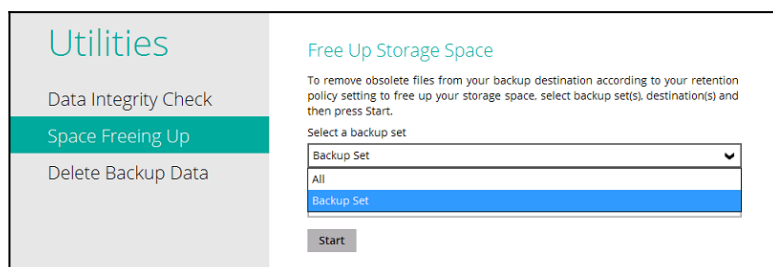
Retained data within all backup destinations (e.g. AhsayCBS, local, SFTP/FTP, and cloud storage) are cleared by the retention policy job.

You can start the retention policy job manually via the backup client interface, or enable the job after a manual or scheduled backup job is completed. Refer to the following steps for details:

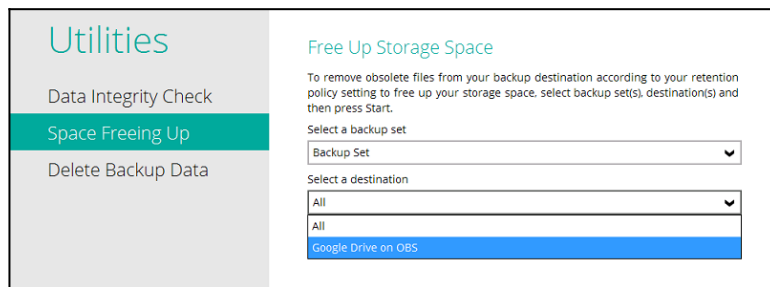
1. Login to the client user interface, select the **Utilities** tile.



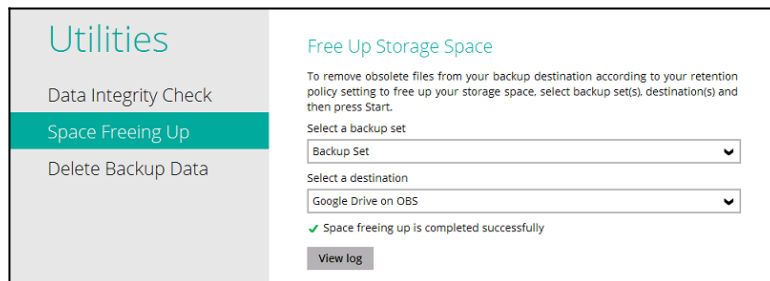
2. Select **Space Freeing up**, then the corresponding backup set that you want the job to run on.



3. Select the backup destination location (e.g. OBS, local storage) that you want the job to run on.

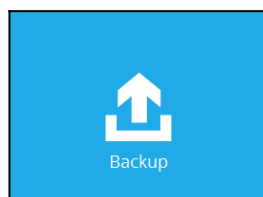


4. Click the **Start** button to start the retention policy job.

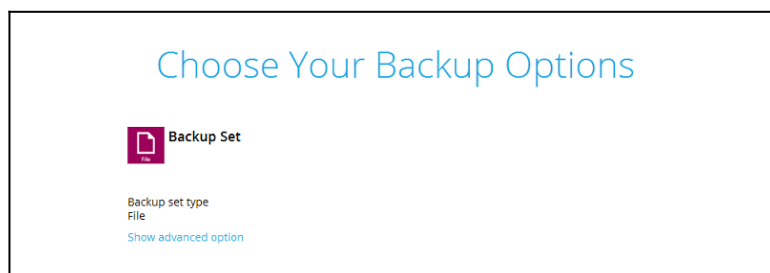


## To perform a retention policy job after a manual backup job:

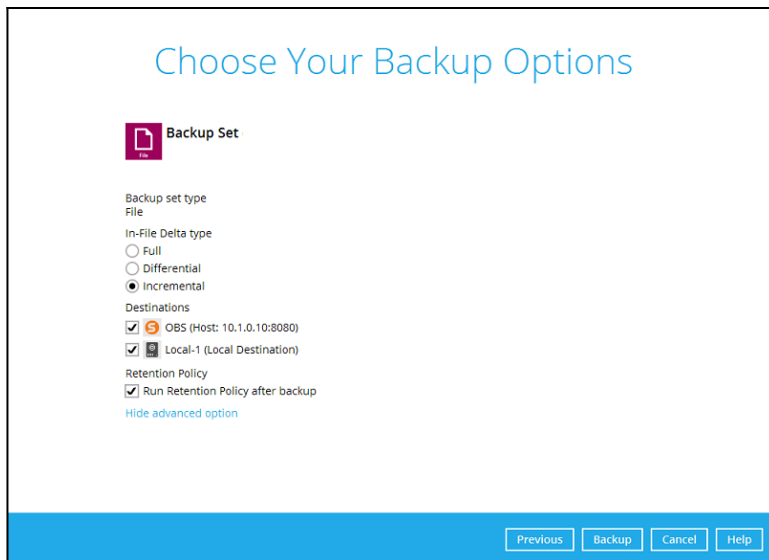
1. Login to the client user interface, select the **Backup** tile.



2. Select the corresponding backup set, then select **Show advanced options**.



3. Under Retention Policy, enable the checkbox **Run Retention Policy after backup**, then press **Backup**.



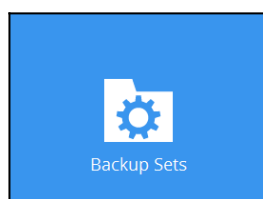
The screenshot shows a window titled "Choose Your Backup Options". It contains the following settings:

- Backup Set** (icon: folder with 'B' and 'S')
- Backup set type**: File
- In-File Delta type**:
  - ☐ Full
  - ☐ Differential
  - ☒ Incremental
- Destinations**:
  - ☒ OBS (Host: 10.1.0.10:8080)
  - ☒ Local-1 (Local Destination)
- Retention Policy**:
  - ☒ Run Retention Policy after backup
- [Hide advanced option](#)

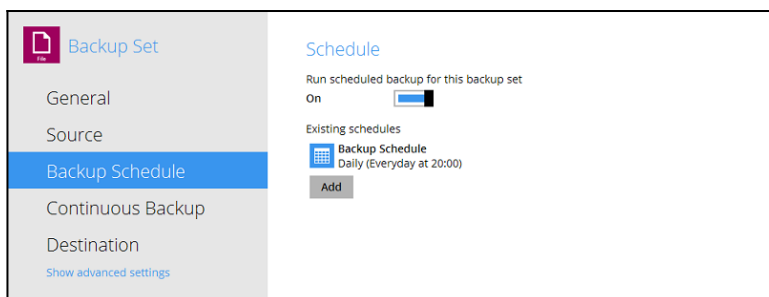
At the bottom, there are four buttons: Previous, Backup, Cancel, and Help.

**To perform a retention policy job after every scheduled backup (of that particular backup schedule):**

1. Login to the client user interface, select the **Backup Sets** tile.



2. Select the corresponding backup set, then select **Backup Schedule**.



The screenshot shows a window titled "Backup Set" with a sidebar on the left containing the following tabs: General, Source, Backup Schedule (selected), Continuous Backup, and Destination. The main area is titled "Schedule" and contains the following information:

- Run scheduled backup for this backup set**: On (checkbox checked)
- Existing schedules**:
  - ☒ Backup Schedule Daily (Everyday at 20:00)
- Add** button

At the bottom left of the main area, there is a link: [Show advanced settings](#).

3. Configure the existing schedule, or create a new backup schedule, enable the checkbox **Run Retention Policy after backup**, then press **OK** and **Save**.

### Backup Schedule

Name

Type

Start backup at  
 :

Stop

☒ Run Retention Policy after backup

Delete this backup schedule

The retention policy job will be performed to completion after the manual or a scheduled backup job is completed.

## Keywords

retain, retention, retent, retained, clear, remove, policy, routine

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